

Worth Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on 12th May 2025 commencing at 8.07 pm

Present: Cllr Scott (Chairman) Cllr Phillips (Vice Chairman)
Cllr Casella Cllr Dorey
Cllr Hodsdon Cllr Kipps
Cllr Lord Cllr Williams
Cllr Wilson
Mrs L Bannister (Chief Officer) members of the public

162 Public Question Time

No questions were raised.

163 Apologies

Apologies were noted and accepted from Cllrs Coote and King.

164 Declarations of Interest

Cllr Scott declared an interest in the grant application as he is a churchwarden for St Johns Church.

165 Minutes

It was RESOLVED to approve the Minutes of the Finance and General Purposes Committee held on 4th April 2025. These were duly signed by Cllr Scott.

166 Chairman's Announcements

There will be a Finance & Governance Networking Day on 10th July if any councillors would like to attend.

167 Correspondence List

The following was NOTED:

- a. 4% price increase for the 2025/26 street lighting maintenance contract.

168 Accounts and Financial Matters

Financial information

Financial information was included in the meeting pack. It was RESOLVED that the financial information was a true representation of the current financial situation.

Bank Reconciliations

It was NOTED that the bank reconciliations to 30th April have been completed and signed by Cllr Casella.

Fund transfers

It was RESOLVED to approve the following fund transfers:
£40,000 from Natwest to Cambridge
£80,000 from Natwest to Unity

Cllr Scott left the room and Cllr Phillips took over as Chair

Grants

The applicant to the grant explained that the Lychgate isn't actually the responsibility of the church, although due to it being located on land owned by the church it is deemed as a church asset. Funds being held by the church are being treated as a restricted fund within the church accounts, so that the money is ringfenced for the Lychgate. Around £1,000 has already been raised through fundraising, and this is being match funded. The applicants were advised to seek funding from the National Lottery, MSDC and Gatwick Airport.

It was RESOLVED to approve the following grants:
St John the Evangelist, Lychgate Restoration Project - £750

Cllr Scott returned to the meeting and resumed chairing the meeting

169 Internal Audit

The report of the audit held on 24th April 2025 was noted. Cllr Phillips attended the audit to view the process. Congratulations were offered to the officers on a successful report.

The actions raised by the auditor that have not yet been addressed are:

- Annual reviews of Terms of Reference (planned for next Full Council meeting)
- Asset verification column to be added to the asset register (to be completed soon)

170 Preferred Suppliers

The report was noted. Members were not in favour of continuing with a list of preferred suppliers, but agreed the following actions:

- It will be recommended to Full Council that the following changes will be made to Financial Regulations:
 - For contracts greater than £15,000 the RFO shall seek at least 3 fixed price quotes.
 - Where the value is between £5,000 and £15,000 the RFO shall try to obtain 2 estimates.
 - The Chief Officer shall have delegated authority to authorise individual purchases up to any value on projects where the budget and funding has been agreed by the relevant Committee or Full Council, and in consultation with the lead Councillor for that project.
- To implement a procurement policy which includes using local suppliers where possible.

171 Section 106

The report was noted. In future, the report will be separated into villages so that the totals can be easily seen.

There is a large amount of funding available and a discussion was held about how to access that funding. This is a task that the village working parties will be asked to consider.

172 Projects

The update circulated by the Assistant Clerk (Projects) was NOTED.

CCTV

In addition to the information received in the update, CCTV in Copthorne is due to be installed on 14th and 15th May.

Copthorne Recreation Ground

It was RESOLVED to:

- Delegate authority to the Chief Officer to submit a S106 application based on the contractor that scores the highest number of points. If the points are even, it was agreed that the Chief Officer will select the contractor with the lowest quote.
- Recommend to Full Council that authority is delegated to award 'Contract E: Civils Package 2' to the Finance & General Purposes Committee, subject to funding.

Bowers Place Parking

It was agreed that offsite mitigation was more cost effective for trees. The Biodiversity Net Gain report will be updated, and the planning application will be submitted. It was agreed that a letter should be sent to residents to let them know that the planning application will be submitted and to seek feedback.

It was requested that the tender process begins alongside the planning application, but the Chief Officer advised that this may not be possible due to the current workload of the Assistant Clerk (Projects).

173 Policy

It was RESOLVED to recommend to Council that the following policies are approved:

- a. Financial Regulations – incorporating the above amendments
- b. Standing Orders – ensuring consistent capitalisation of the word 'Chair'
- c. Risk Management Plan 2025-26

174 Matters for Consideration submitted by the Village Working Parties

No items were submitted.

175 Consideration of items for discussion by the Village Working Parties

The Working Parties will be asked to consider spending opportunities for the S106 funds.

176 Date of the next meeting

The date of the next meeting is Monday 2nd June in the Parish Hub, Copthorne.

Meeting closed at 9.04 pm.

Chairman: _____

Date: _____

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 29/05/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Control Account	11,928	
110	Prepayments	4,262	
200	Barclays - Current A/C 9630	11,460	
210	Barclays - Business A/C 4225	86,371	
230	Nat West - Current A/C 5083	131,918	
235	CCLA-HSBC- Public Sector Dep.F	85,000	
240	Unity - Current 5365	30,390	
245	Cambridge B/S 9048	40,683	
Total Current Assets			402,010
<u>Represented by :-</u>			
300	Current Year Fund	107,735	
310	General Reserves	125,183	
320	EMR N/Hood Plans	4,110	
325	EMR Election Costs	3,000	
345	EMR CCTV	47,797	
355	EMR Lashmere Refurbishment	5,000	
376	EMR Crawley Down Working	11,490	
381	EMR Grounds Vehicles	5,000	
387	EMR CD Play Area	3,250	
395	EMR Donation Refurb.Copth.Play	16,227	
398	EMR Litter Equipment	282	
399	EMR Bowers Place	72,936	
Total Equity			402,010

Detailed Income & Expenditure by Budget Heading 29/05/2025

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General Administration</u>								
1076 Precept	420,000	220,000	440,000	220,000			50.0%	
1090 Interest Received	6,402	325	5,000	4,675			6.5%	
1906 Receipts-Chairman's Dinner	320	0	0	0			0.0%	
1909 Misc. Income	1,688	760	0	(760)			0.0%	
1910 Wayleaves	12	0	0	0			0.0%	
General Administration :- Income	428,421	221,085	445,000	223,915			49.7%	0
4000 Clerk, Assistant & RFO	132,308	21,409	140,000	118,591		118,591	15.3%	
4002 Locum fees	8,150	0	0	0		0	0.0%	
4005 Groundspersons	70,862	12,214	80,000	67,786		67,786	15.3%	
4010 Youth - Staff Costs	38,474	0	0	0		0	0.0%	
4020 Grants Given	8,003	2,100	8,000	5,900		5,900	26.3%	
4021 Churchyard Maint.Copthorne	1,000	1,000	1,000	0		0	100.0%	
4025 Office Suppl, eg-paper/photocop	1,118	(79)	1,653	1,732		1,732	(4.8%)	
4026 Bank Charges	190	29	220	191		191	13.3%	
4030 Postage	0	0	30	30		30	0.0%	
4035 Utilities-Electric/Gas	1,723	458	2,060	1,602		1,602	22.2%	
4036 Telephone	1,503	311	2,500	2,189		2,189	12.4%	
4037 IT Support incl.anti-virus etc	13,303	747	9,500	8,753		8,753	7.9%	
4040 Chairman's Allowance	577	409	800	391		391	51.2%	
4041 Councillors Allow.-Gross	5,000	0	8,500	8,500		8,500	0.0%	
4045 Travelling	0	0	535	535		535	0.0%	
4050 Office Exps.eg.Clean,	1,322	285	1,653	1,368		1,368	17.2%	
4051 Website costs	391	0	550	550		550	0.0%	
4052 S/Ware supp.upds.RBS & Payroll	0	867	650	(217)		(217)	133.4%	
4056 Member Training	276	0	1,545	1,545		1,545	0.0%	
4057 HR Support	3,943	0	1,450	1,450		1,450	0.0%	
4058 Staff Training	1,430	0	1,600	1,600		1,600	0.0%	
4060 Publicity	1,571	180	1,751	1,571		1,571	10.3%	
4065 Audit Fees	1,278	153	1,545	1,392		1,392	9.9%	
4066 Legal Fees	609	0	2,000	2,000		2,000	0.0%	
4070 Insurances	6,841	8,325	7,500	(825)		(825)	111.0%	
4075 Hire of Halls	158	153	361	208		208	42.4%	
4080 Meeting. Conferences, etc.	0	0	1,030	1,030		1,030	0.0%	
4090 Election Expenses	10,831	0	0	0		0	0.0%	
4095 Subscriptions / Memberships	1,142	10	1,133	1,123		1,123	0.9%	
4100 West Sussex ALC & NALC	2,456	2,588	2,575	(13)		(13)	100.5%	
4110 Fuel	3,065	356	2,800	2,444		2,444	12.7%	
4115 Motor Repairs & Expenses	3,304	0	2,060	2,060		2,060	0.0%	
4150 Capital Purchases	3,254	1,443	10,000	8,557		8,557	14.4%	

Detailed Income & Expenditure by Budget Heading 29/05/2025

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4155 Payroll administration	428	0	400	400		400	0.0%	
4160 Remembrance	0	0	2,000	2,000		2,000	0.0%	
4200 Maintenance-various n/codes	907	189	1,000	811		811	18.9%	
4201 Land Management	7,800	780	5,000	4,220		4,220	15.6%	
4702 Maint.Memorial Car Park	39	0	300	300		300	0.0%	
4705 Litter & Dog Bin Emptying	16	0	0	0		0	0.0%	
4710 Replace Litter / Salt bins	0	824	824	0		0	100.0%	
4807 Bowers Place PWLB repayments	0	0	4,000	4,000		4,000	0.0%	
4810 Cop Rec PWLB repayments	0	0	14,174	14,174		14,174	0.0%	
4900 Miscellaneous Expenses	258	0	0	0		0	0.0%	
4916 CCTV - Monitoring	1,183	20	680	660		660	2.9%	20
4950 Dog Bin Emptying	4,810	0	5,250	5,250		5,250	0.0%	
General Administration :- Indirect Expenditure	339,522	54,769	328,629	273,860	0	273,860	16.7%	20
Net Income over Expenditure	88,899	166,316	116,371	(49,945)				
6000 plus Transfer From EMR	39,595	20	0	(20)				
6001 less Transfer to EMR	362	0	0	0				
Movement to/(from) Gen Reserve	128,131	166,335	116,371	(49,964)				
150 Youth								
4010 Youth - Staff Costs	0	635	27,000	26,365		26,365	2.4%	
4058 Staff Training	0	0	145	145		145	0.0%	
4075 Hire of Halls	0	165	3,000	2,836		2,836	5.5%	
4110 Fuel	0	0	140	140		140	0.0%	
4740 DBS checks	0	60	82	22		22	73.7%	
4745 Cookery Class	0	0	1,150	1,150		1,150	0.0%	
4750 Youth activities/equipment	0	276	2,000	1,724		1,724	13.8%	
Youth :- Indirect Expenditure	0	1,136	33,517	32,381	0	32,381	3.4%	0
Net Expenditure	0	(1,136)	(33,517)	(32,381)				
200 Allotments								
1200 Allotment Rents	3,403	424	3,000	2,576			14.1%	
1202 Deposits - Allotments	100	0	0	0			0.0%	
1203 Allot.Deposit Refunds	50	0	0	0			0.0%	
1205 Heathy Wood income for allots	0	0	5,000	5,000			0.0%	
1210 Allotment Rents-Heathy Wood	0	0	700	700			0.0%	
Allotments :- Income	3,553	424	8,700	8,276			4.9%	0
4200 Maintenance-various n/codes	146	0	500	500		500	0.0%	
4205 Allot. costs incl. .water+misc	1,632	(91)	1,300	1,391		1,391	(7.0%)	

Detailed Income & Expenditure by Budget Heading 29/05/2025

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4206 Heathy Wood	0	0	1,000	1,000		1,000	0.0%	
Allotments :- Indirect Expenditure	1,778	(91)	2,800	2,891	0	2,891	(3.3%)	0
Net Income over Expenditure	1,775	515	5,900	5,385				
300 Recreation Grounds								
1100 Grants Received	2,890	0	0	0			0.0%	
1300 MSDC Grounds Management	2,101	0	0	0			0.0%	
1405 C.D.Cricket Club Lease	500	500	500	0			100.0%	
Recreation Grounds :- Income	5,491	500	500	0			100.0%	0
4200 Maintenance-various n/codes	5,869	64	1,500	1,436		1,436	4.2%	
4900 Miscellaneous Expenses	0	2,101	0	(2,101)		(2,101)	0.0%	
Recreation Grounds :- Indirect Expenditure	5,869	2,165	1,500	(665)	0	(665)	144.3%	0
Net Income over Expenditure	(378)	(1,665)	(1,000)	665				
400 Copthorne Pavilion								
1400 Pavilion Lease	4,833	822	4,954	4,132			16.6%	
Copthorne Pavilion :- Income	4,833	822	4,954	4,132			16.6%	0
4200 Maintenance-various n/codes	1,123	26,930	1,050	(25,880)		(25,880)	2564.8%	
4203 Ground Maintenance	6,063	0	6,500	6,500		6,500	0.0%	
4204 Broadband	366	14	445	431		431	3.2%	
Copthorne Pavilion :- Indirect Expenditure	7,553	26,944	7,995	(18,949)	0	(18,949)	337.0%	0
Net Income over Expenditure	(2,719)	(26,122)	(3,041)	23,081				
500 Parish Office								
1306 South Room Hire - Receipts	5,400	(16)	6,000	6,016			(0.3%)	
1308 Deposit-Receipts/refunds Sth R	751	0	0	0			0.0%	
Parish Office :- Income	6,151	(16)	6,000	6,016			(0.3%)	0
4077 Rent South Room- 1st Floor	7,500	1,975	8,800	6,825		6,825	22.4%	
4081 Insurance - Meeting Room	267	90	100	10		10	90.0%	
4200 Maintenance-various n/codes	3,452	795	4,200	3,405		3,405	18.9%	
4202 Air Conditioning South Room	555	660	150	(510)		(510)	440.0%	
4306 Loan Repaym.New Parish Office	9,726	0	9,726	9,726		9,726	0.0%	
4910 Rates	1,320	180	1,600	1,420		1,420	11.3%	
Parish Office :- Indirect Expenditure	22,821	3,700	24,576	20,876	0	20,876	15.1%	0
Net Income over Expenditure	(16,669)	(3,716)	(18,576)	(14,860)				

Detailed Income & Expenditure by Budget Heading 29/05/2025

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>600 Electricity-EDF</u>								
4600 Energy - Street Lights	31,286	(2,044)	28,000	30,044		30,044	(7.3%)	
4605 Repairs Street Lights/Lamps/An	57,750	20,662	29,600	8,938		8,938	69.8%	
4610 Copthorne -Elec. Meter-6765	(1,260)	(473)	300	773		773	(157.8%)	
4611 C.Down - Elec. Meter - 6092	250	19	300	281		281	6.2%	
Electricity-EDF :- Indirect Expenditure	88,025	18,164	58,200	40,036	0	40,036	31.2%	0
Net Expenditure	(88,025)	(18,164)	(58,200)	(40,036)				
<u>700 Projects</u>								
1710 S106 Recpt-CD Playground	0	0	100,000	100,000			0.0%	
1905 Locality Grant	8,620	0	16,000	16,000			0.0%	
Projects :- Income	8,620	0	116,000	116,000			0.0%	0
4720 N/Hood Plan Crawley Down	4,508	2,758	18,000	15,242		15,242	15.3%	4,133
4725 N/Hood Plan Copthorne	7,448	2,558	18,000	15,442		15,442	14.2%	3,933
4735 Litter Equipment	80	0	0	0		0	0.0%	
4802 Working Party - Copthorne	525	0	10,000	10,000		10,000	0.0%	
4803 Working Party - Crawley Down	19,542	2,040	10,000	7,960		7,960	20.4%	
4804 Youth Support - Costs	6,654	(129)	0	129		129	0.0%	
4808 CD Playground	0	0	100,000	100,000		100,000	0.0%	
Projects :- Indirect Expenditure	38,755	7,228	156,000	148,772	0	148,772	4.6%	8,067
Net Income over Expenditure	(30,135)	(7,228)	(40,000)	(32,772)				
6000 plus Transfer From EMR	6,423	8,067	0	(8,067)				
Movement to/(from) Gen Reserve	(23,712)	838	(40,000)	(40,838)				
<u>900 Copthorne Recreation Ground</u>								
4960 Project Management	3,556	0	0	0		0	0.0%	
4965 Consultants/Planning/Reports	2,598	1,065	0	(1,065)		(1,065)	0.0%	1,065
4970 Drainage	3,225	0	0	0		0	0.0%	
4975 Playground	2,780	0	0	0		0	0.0%	
Copthorne Recreation Ground :- Indirect Expenditure	12,159	1,065	0	(1,065)	0	(1,065)		1,065
Net Expenditure	(12,159)	(1,065)	0	1,065				
6000 plus Transfer From EMR	1,156	1,065	0	(1,065)				
Movement to/(from) Gen Reserve	(11,003)	0	0	0				

Detailed Income & Expenditure by Budget Heading 29/05/2025

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	457,070	222,814	581,154	358,340			38.3%	
Expenditure	516,483	115,080	613,217	498,137	0	498,137	18.8%	
Net Income over Expenditure	(59,412)	107,735	(32,063)	(139,798)				
plus Transfer From EMR	47,173	9,151	0	(9,151)				
less Transfer to EMR	362	0	0	0				
Movement to/(from) Gen Reserve	(12,601)	116,886	(32,063)	(148,949)				

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		28,569.23					28,569.23	
Banked: 07/05/2025		10,000.00						
T03.26	Nat West - Current A/C - 5083	10,000.00			230		10,000.00	
Banked: 14/05/2025		50,000.00						
T04.26	Nat West - Current A/C - 5083	50,000.00			230		50,000.00	
Banked: 15/05/2025		30,000.00						
T05.26	Nat West - Current A/C - 5083	30,000.00			230		30,000.00	
Total Receipts for Month		90,000.00	0.00	0.00			90,000.00	
Cashbook Totals		<u>118,569.23</u>	<u>0.00</u>	<u>0.00</u>			<u>118,569.23</u>	

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/05/2025	Bourne Sport	P421.26	27,480.00		4,580.00	4200	400	22,900.00	Works Carried Out
07/05/2025	Groundworks UK	P422.26	2,558.45			4720	700	2,558.45	End of Grant Report
						320	0	-2,558.45	End of Grant Report
						6000	700	2,558.45	End of Grant Report
07/05/2025	Alfred Budgen	P423.26	198.00		33.00	4965	900	165.00	Alfred Budgen
						395	0	-165.00	Alfred Budgen
						6000	900	165.00	Alfred Budgen
07/05/2025	PBA PLANNING	P424.26	900.00			4965	900	900.00	Copthorne Rec
						395	0	-900.00	Copthorne Rec
						6000	900	900.00	Copthorne Rec
07/05/2025	Groundwork UK	P425.26	2,558.45			4725	700	2,558.45	End of Grant Report
						320	0	-2,558.45	End of Grant Report
						6000	700	2,558.45	End of Grant Report
09/05/2025	Copthorne Garden Services	P426.26	240.00		40.00	4201	100	200.00	Copthorne Garden Services
09/05/2025	Parish On Line	P427.26	180.00		30.00	4052	100	150.00	Subscription
12/05/2025	Castle Water	P039.26	67.07			4205	200	67.07	Water Charges
12/05/2025	Amazon	P040.26	14.48		2.41	4804	700	12.07	Charger
12/05/2025	Amazon	P041.26	56.71		9.45	4040	100	47.26	Parish Awards
12/05/2025	EDF	P404.26	19.53		0.93	4611	600	18.60	Feeder Pillar, CD
12/05/2025	Active Watercoolers	P428.26	192.00		32.00	4200	500	160.00	Active Watercoolers
12/05/2025	Jewson	P429.26	71.30		11.88	4200	100	59.42	Materials
14/05/2025	CDG - Crawley Down Group	P430.26	354.79			4110	100	354.79	Fuel
19/05/2025	Lychgate Project	P431.26	750.00			4020	100	750.00	Grant for Lychgate
20/05/2025	Castle Water	P039.26	-67.07			4205	200	-67.07	Error
20/05/2025	Amazon	P040.26	-14.48		-2.41	4804	700	-12.07	Charger
20/05/2025	Amazon	P041.26	-56.71		-9.45	4040	100	-47.26	Parish Awards
20/05/2025	All Saints Church-Crawley Down	P403.26	350.00			4020	100	350.00	Grant
20/05/2025	Bourne Sport	P404.26	4,836.00		806.00	4200	400	4,030.00	Reseeding
20/05/2025	St John the Evangelist CPC	P405.26	1,000.00			4021	100	1,000.00	Churchyard Maintenanc
20/05/2025	Parish Hub	P406.26	2,831.01			4077	500	1,975.00	Parish Hub
						4035	100	457.66	Parish Hub
						4050	100	23.40	Parish Hub
						4081	500	90.00	Parish Hub
						4200	500	284.95	Parish Hub
20/05/2025	PJC Consultancy Ltd	P407.26	696.00		116.00	4201	100	580.00	Survey
20/05/2025	KPS	P408.26	193.85		32.31	4050	100	161.54	Procurement Services
20/05/2025	Mulberry LAS	P409.26	183.54		30.59	4065	100	152.95	Internal Audit
20/05/2025	Susan Szabo	P410.26	100.00			4050	100	100.00	Cleaning
20/05/2025	PCC of St John the Evangelist	P411.26	420.00		70.00	4200	500	350.00	Inspection
20/05/2025	CDCCA	P412.26	36.00			4804	700	36.00	Youth Club
20/05/2025	CDCCA	P413.26	40.00			4803	700	40.00	Anvil Room
20/05/2025	Street Lights	P414.26	126.00		21.00	4605	600	105.00	Squires Close
20/05/2025	Street Lights	P415.26	7,674.00		1,279.00	4605	600	6,395.00	Remedial Work
20/05/2025	Street Lights	P416.26	4,118.40		686.40	4605	600	3,432.00	Maintenance Contract 1of2
20/05/2025	Wallis Worth	P417.26	32.50		5.42	4200	100	27.08	Garden Equipment
20/05/2025	Wallis Worth	P418.26	64.97		10.83	4200	100	54.14	Garden Equipment
20/05/2025	WSALC Ltd	P419.26	2,587.88			4100	100	2,587.88	Subscription

Date: 29/05/2025

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Unity - Current 5365

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/05/2025	Zurich Insuranc plc	P420.26	8,324.72			4070	100	8,324.72	Insurance
21/05/2025	G and J HVAC	P432.26	510.00			4202	500	510.00	Air Con Repairs
21/05/2025	All Saints Church-Crawley Down	P433.26	200.00			4720	700	200.00	Envelope Delivery
						320	0	-200.00	Envelope Delivery
						6000	700	200.00	Envelope Delivery
21/05/2025	Focus IT services	P434.26	1,081.67		180.28	4036	100	157.38	IT Services
						4037	100	744.01	IT Services
27/05/2025	Staff	STAFF	10,360.44			515		10,360.44	M2 salaries
30/05/2025	WSPF(West Sussex Pension Fund)	STAFF	3,170.18			517		3,170.18	M2 pensions
30/05/2025	HMRC	STAFF	3,740.01			516		3,740.01	M2 PAYE/NIC
Total Payments for Month			88,179.69	0.00	7,965.64			80,214.05	
Balance Carried Fwd			30,389.54						
Cashbook Totals			118,569.23	0.00	7,965.64			110,603.59	

Receipts for Month 2				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		222,165.17					222,165.17	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		222,165.17	0.00	0.00			222,165.17	

Date: 29/05/2025

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Nat West - Current A/C - 5083

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/05/2025	Unity - Current 5365	T03.26	10,000.00			240		10,000.00	
14/05/2025	Nat West	P439.26	6.30			4026	100	6.30	Bank Fees
14/05/2025	Unity - Current 5365	T04.26	50,000.00			240		50,000.00	
15/05/2025	Unity - Current 5365	T05.26	30,000.00			240		30,000.00	
20/05/2025	Amazon	P401.26	56.71		9.45	4040	100	47.26	Parish Awards
20/05/2025	G and J HVAC	P436.26	150.00			4202	500	150.00	Air Con Repair
20/05/2025	Amazon	P437.26	5.18		0.86	4025	100	4.32	Batteries
20/05/2025	Amazon	P438.26	28.97		4.83	4025	100	24.14	Sealant
Total Payments for Month			90,247.16	0.00	15.14			90,232.02	
Balance Carried Fwd			131,918.01						
Cashbook Totals			222,165.17	0.00	15.14			222,150.03	

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		11,128.15					11,128.15	
Banked: 01/05/2025		402.75						
	Copthorne Sports Comm.Assoc.	402.75			1400	400	402.75	Field Hire
Banked: 06/05/2025		16.82						
	Copthorne Sports Comm.Assoc.	16.82			1400	400	16.82	Field Hire
Banked: 13/05/2025		60.44						
	Allotment Deposits	60.44			1200	200	60.44	Yiu
Total Receipts for Month		480.01	0.00	0.00			480.01	
Cashbook Totals		<u>11,608.16</u>	<u>0.00</u>	<u>0.00</u>			<u>11,608.16</u>	

Date: 29/05/2025

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Barclays - Current A/C - 9630

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/05/2025	Castle Water	P039.26	67.07			4205	200	67.07	Water Charges
20/05/2025	Amazon	P040.26	14.48		2.41	4804	700	12.07	Charger
23/05/2025	Castle Water	P435.26	67.07			4205	200	67.07	Water Charges
Total Payments for Month			148.62	0.00	2.41			146.21	
Balance Carried Fwd			11,459.54						
Cashbook Totals			11,608.16	0.00	2.41			11,605.75	

Nominal Ledger Details

Nominal A/c 4803 Working Party - Crawley Down					Annual Budget	10,000.00
Centre 700 Projects					Committed Exp	0.00
Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance					0.00	0.00
1	31/03/2025	542	Journal	CDCCA - CDWP		40.00
1	03/04/2025	P011.26	Cashbook	CDCCA hall hire various	40.00	
1	28/04/2025	P009.26	Cashbook	Grant to Haven	2,000.00	
2	20/05/2025	P413.26	Cashbook	Anvil Room	40.00	
Account Totals					2,080.00	40.00
Net Balance Month 3					2,040.00	

Sustainable Transport

Application name	Ward	Amount	Spent	Committed	Balance remaining	Allocated for	Notes
Land adj Burleigh Infant School, Hophurst Drive	Crawley Down	14,400.00		14,400.00	-		
Land at Felbridge Nursery	Crawley Down	31,739.45		31,739.45	-		
Land at Haven Farm (adj to Haven)	Crawley Down	29,371.00	25,790.40	3,580.60	-		
Land off Woodlands Close	Crawley Down	99,930.00	3,500.00	4,904.67	91,525.33		
Woodlands Close Phase 2	Crawley Down	130,300.00			130,300.00		
Land at Wychwood	Crawley Down	48,252.00	3,579.00		44,673.00		
Pasture Wood, Hophurst Lane	Crawley Down	24,450.00			24,450.00		
		378,442.45	32,869.40	54,624.72	290,948.33	-	

Playspace

Application name	Ward	Amount	Spent	Committed	Balance remaining	Allocated for	Notes
Land adj Burleigh Infant School, Hophurst Drive	Crawley Down	10,944.04	9,093.00		1,851.04	Bowers Place	
Land at Haven Farm (adj to Haven)	Crawley Down	12,732.00			12,732.00	Bowers Place	
Land south of Grange Road	Crawley Down	42,594.00	42,594.00		-	Bowers Place	
Land south of Grange Road	Crawley Down	45,100.59	9,903.05		35,197.54	Bowers Place	
Land off Woodlands Close	Crawley Down	51,514.70		51,514.70	-	Bowers Place	
Land between Sunnymead and Huntsland Lodge	Crawley Down	14,381.00	11,206.00		3,175.00	Bowers Place	
Woodlands Close Phase 2	Crawley Down	11,843.74			11,843.74	Bowers Place	
Land at Wychwood	Crawley Down	23,157.00			23,157.00	Bowers Place	
Pasture Wood, Hophurst Lane	Crawley Down	10,692.00	6,817.00		3,875.00	Bowers Place	
		222,959.07	79,613.05	51,514.70	91,831.32	-	

£40,298.46 play at Bowers Place & £11,216.24 for kckabout at King George V Field and/or The Haven Centre

Formal Sport

Application name	Ward	Amount	Spent	Committed	Balance remaining	Allocated for	Notes
Land at Haven Farm (adj to Haven)	Crawley Down	13,146.00	12,076.79		1,069.21		
Land south of Grange Road	Crawley Down	39,971.50	18,259.50	21,712.00	-		
Land south of Grange Road	Crawley Down	42,323.75	40,020.21	2,303.54	-		
Land between Sunnymead and Huntsland Lodge	Crawley Down	16,148.00			16,148.00		
Land at Wychwood	Crawley Down	21,732.00			21,732.00		
Land s of Hazel Close	Crawley Down	67,614.72			67,614.72		
Wychwood	Crawley Down	23,565.66			23,565.66		
Wychwood	Crawley Down	26,354.67			26,354.67		
Pasture Wood, Hophurst Lane	Crawley Down	10,033.00			10,033.00		
		260,889.30	70,356.50	24,015.54	166,517.26	-	

Community Buildings

Application name	Ward	Amount	Spent	Committed	Balance remaining	Allocated for	Notes
Land at Felbridge Nursery	Crawley Down	6,109.31	5,853.41		255.90		
		6,109.31	5,853.41	-	255.90	-	

Local Community Infrastructure

Application name	Ward	Amount	Spent	Committed	Balance remaining	Allocated for	Notes
Land west of Turners Hill Road	Crawley Down	13,329.25			13,329.25		
Land west of Turners Hill Road	Crawley Down	14,906.77			14,906.77		
Land South of Hazel Close	Crawley Down	38,439.70			38,439.70		
		66,675.72	-	-	66,675.72	-	

Formal Sport

Application name	Ward	Amount	Spent	Committed	Balance remaining	Allocated for
Land w of Copthorne	Copthorne	192,247.23	9,906.00	164,300.00	18,041.23	Copthorne Rec MUGA
Land w of Copthorne	Copthorne	194,397.37			194,397.37	
Land w of Copthorne	Copthorne	218,301.79			218,301.79	
Holly Farm and Hollywood Camp Site	Copthorne	47,177.36		31,525.00	15,652.36	Pavilion KG Field
Land s of Hazel Close	Copthorne	67,614.72			67,614.72	
The Regency Hotel, Old Hollow	Copthorne	12,401.21			12,401.21	Pavilion KG Field
		732,139.68	9,906.00	195,825.00	526,408.68	-

£30,360 being applied for Cop Pavilion shutters, agreed FGP

Community Buildings

Application name	Ward	Amount	Spent	Committed	Balance remaining	Allocated for
Land w of Copthorne	Copthorne	83,510.11	17,959.01	65,551.10	-	
Land w of Copthorne	Copthorne	84,444.11		74,931.89	9,512.22	
Land w of Copthorne	Copthorne	94,827.93			94,827.93	
Land s of Hazel Close	Copthorne	29,619.08			29,619.08	
Land west of Turners Hill Road	Copthorne	10,234.79			10,234.79	
Land west of Turners Hill Road	Copthorne	11,446.08			11,446.08	
Regency Hotel, Old Hollow	Copthorne	7,113.12			7,113.12	
		321,195.22	17,959.01	140,482.99	162,753.22	-

Local Community Infrastructure

Application name	Ward	Amount	Spent	Committed	Balance remaining	Allocated for
Holly Farm & Hollywood Camp Site	Copthorne	27,398.10			27,398.10	Allotments
Regency Hotel, Old Hollow	Copthorne	8,119.76			8,119.76	
		35,517.86	-	-	35,517.86	-

Worth Parish Council Projects List

Key:	Grey	Not Started	Red	Significant issues or delays	Amber	Some concerns or deviations	Green	In progress & on track	Blue	Closed	Not yet discussed with Coordination Group
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No	Name of Project	Source of Project	Lead Councillor(s)	Project Manager	Classification	Status	Priority	Notes	Date Agreed to Add to Projects List	Target Date to Initiate Project	Target Date to Finish Project	Anticipated Total Time to Complete	Actual Start Date	Actual End Date	Actual Total Time to Complete	Estimated Costs	Source of Funding	Estimated Resourcing Requirements
1	CCTV Project	Council	Andy Dymond & Alex Cruickshank	Gill Kearney	Major Project	In Progress	Top Priority - No 1.	Installation complete in Copthorne - now awaiting confirmation that it is live after an additional part was needed to enable connection (work due 27.5.25). Also awaiting Supplier to confirm amended charges to include UKPN charges for Crawley Down & confirmation of installation date & S50 license.	June 2019 (after circa 12mth discussion)	Underway	31/5/25					£49,719.30 (for installation.)	S106 - approved & EMR	
2	Project Management System	Coordination Group	Coordination Group	Gill Kearney	Initiative	In Progress	Top Priority - No 2 after S106 app submitted	Phase1: Project Approach, documents & trackers drafted. Phase 2: To identify suitable project management system(s) to house project information and make reporting easier; to house action lists and planners; and to hold staff 'to do lists'. To test project documentation as new projects started. Staff & Cllr surveys completed. To discuss with staff at next Team Meeting.	11/5/2023	Underway	Originally anticipated 30/10/2024 as end date for full project. Now anticipate completion by 31/7/24 due to urgent priority work for Priority projects.		2/16/2024	Phase 1: 25/7/24; Phase 2: TBC		TBC	N/A	Phase 2: 4 weeks Project Officer time

Worth Parish Council Projects List

Key:	Grey	Not Started	Red	Significant issues or delays	Amber	Some concerns or deviations	Green	In progress & on track	Blue	Closed	Not yet discussed with Coordination Group
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No	Name of Project	Source of Project	Lead Councillor(s)	Project Manager	Classification	Status	Priority	Notes	Date Agreed to Add to Projects List	Target Date to Initiate Project	Target Date to Finish Project	Anticipated Total Time to Complete	Actual Start Date	Actual End Date	Actual Total Time to Complete	Estimated Costs	Source of Funding	Estimated Resourcing Requirements
3	Copthorne Recreation Ground Rejuvenation Project	Council	Graham Cassella	Gill Kearney / Paul Budgen	Major Project	In Progress	Top Priority - No 3 once S106 app completed.	Tender advertised 'Contract E: Civils 2 Package' 6/5/25. Tender closes 2/6/25. Evaluation on 3/6/25 with results to be agreed by F&GP on 7/7/25. All quotes to be received by then & S106 application to be submitted by end of June 2025. PB to draft revised timeline & budget. Community Grant application submitted for just under £5k towards playground equipment.		Underway	31/12/2025 - TBC					£658,589.58 ex VAT - TBC	S106 - MUGA - approved £164,300 PWLB - £150,000 - TBC	
4	Bowers Place Parking Solution Project	Council	Kerry Scott	Gill Kearney / Paul Budgen	Major Project	In Progress	Top Priority - No 4.	Paul Budgen appointed as Project Manager. Biodiversity Net Gain Assessment report received 1.10.24. PB has researched mitigation options and recommends offsite mitigation. Revised BNG report to be obtained & planning permission to be submitted. Timeline to be reviewed once done. Consultation with residents underway before planning app to be submitted. LB taking lead on consultation due to workloads. Consultation to finish 30th May.		Underway	TBC					£75,100 (based on 2022 tender exercise)	EMR - £73,266	

Worth Parish Council Projects List

Key:	Grey	Not Started	Red	Significant issues or delays	Amber	Some concerns or deviations	Green	In progress & on track	Blue	Closed	Not yet discussed with Coordination Group
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No	Name of Project	Source of Project	Lead Councillor(s)	Project Manager	Classification	Status	Priority	Notes	Date Agreed to Add to Projects List	Target Date to Initiate Project	Target Date to Finish Project	Anticipated Total Time to Complete	Actual Start Date	Actual End Date	Actual Total Time to Complete	Estimated Costs	Source of Funding	Estimated Resourcing Requirements
5	Preferred Suppliers List	Council	Trevor Hodsdon	Leanne Bannister	Initiative	Completed	Top Priority	Not to be progressed, but other mitigations to be put in place such as procurement policy.	8/9/24 (date Auditor confirmed it's legal to have one).	Underway	5/10/2025	3 months	2/10/2025	12.5.25	3 months	£0	N/A	
6	Copthorne Bank - Access Path via St Francis Care Home land	Copthorne Working Party	TBC	Hannah Smith	TBC	Not Started	Top Priority	Linked to Community Highways Scheme request. WSCC suggested solution of liaising with St Francis Care Home to see if they'd be prepared for some of their land to be used as a footpath giving pedestrians safe passage. Care UK is liaising with Welltower and Legal Dept to hear whether this is possible. Meeting with Highways 28/5/25 to determine if they will support the proposals.	1/22/2025	TBC			TBC			UNKNOWN		
7	Crawley Down Playground Rejuvenation Project	Crawley Down Working Party	Liz Williams	Gill Kearney	Major Project	On Hold	Second Tier	Work will be picked up again when there's capacity, once top tier priorities allow. GK to liaise with LW & KS re Playground/Bowers Place connection.		Underway	9/30/2025	12 months	12/15/2023					
8	Parish Wide Tree Survey Project (BAU)	Parish Clerk	N/a - BAU	Leanne Bannister	Major Project	Completed	Second Tier	All work complete.		Underway	4/30/2025	6 months	10/1/2025	23/05/205	7 months	£32,500	Precept	
9	Copthorne War Memorial	Historical	Bob King	Leanne Bannister	Major Project	On Hold	Second Tier	JN applied to land registry 2022. July 2024 confirmed surveyor to attend site - no further update received, solicitor chased 6.2.25. 20.2.25 - sols confirmed WPC registered as having an interest in this land on land registry.		Underway	TBC		UNKNOWN					

Worth Parish Council Projects List

Key:	Grey	Not Started	Red	Significant issues or delays	Amber	Some concerns or deviations	Green	In progress & on track	Blue	Closed	Not yet discussed with Coordination Group
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No	Name of Project	Source of Project	Lead Councillor(s)	Project Manager	Classification	Status	Priority	Notes	Date Agreed to Add to Projects List	Target Date to Initiate Project	Target Date to Finish Project	Anticipated Total Time to Complete	Actual Start Date	Actual End Date	Actual Total Time to Complete	Estimated Costs	Source of Funding	Estimated Resourcing Requirements
10	WPC Streetlight Replacement Project (BAU)	BAU	N/a - BAU	Leanne Bannister	Major Project	Not Started	Third Tier	All urgent/emergency works now complete. Final repairs due and instructed for 2025. LEDs to be replaced over 2-year rolling programme. Suggest removal from projects list.		Underway	28/2/25 for urgent works		Oct-24			80,415.00	Precept	
11	Community Highways Scheme - 20mph limit for an enclosed space (at the ends of Burleigh Way, Hophurst Road, Station Road).	Crawley Down Working Party	Ian Gibson	Leanne Bannister	Initiative	Not Started	Third Tier	Consultation with Crawley Down Residents / Businesses required. Deadline for application 31st July each year.	3/15/2024	5/1/2025	7/31/2025	3 months to submit application to WSCC, 12 months to hear outcome, then a further 2-3 years to implement				£0.00		
12	Community Highways Scheme - Build Out Scheme at Crawley Down Village Centre	Crawley Down Working Party	Ian Gibson	Leanne Bannister	Initiative	Not Started	Third Tier	To stop people parking there and provide safety for those crossing the road. Consultation with Residents / Businesses required. Deadline 31st July each year. 10.1.25 IG provided drawing to Chief Officer.	3/15/2024	5/1/2025	7/31/2025	3 months to submit application to WSCC, 12 months to hear outcome, then a further 2-3 years to implement				£0.00		
13	Community TRO - Copthorne (The Glebe into Church Road) - yellow lines around corner	Copthorne Working Party	Trevor Hodsdon	Leanne Bannister	Initiative	Not Started	Third Tier	Consultation with Residents/Businesses required - to include any other double yellow lines needed.		5/1/2025	7/31/2025	3 months to submit application to WSCC, 12 months to hear outcome, then a further 2-3 years to implement				£0.00		

Worth Parish Council Projects List

Key:	Grey	Not Started	Red	Significant issues or delays	Amber	Some concerns or deviations	Green	In progress & on track	Blue	Closed	Not yet discussed with Coordination Group
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No	Name of Project	Source of Project	Lead Councillor(s)	Project Manager	Classification	Status	Priority	Notes	Date Agreed to Add to Projects List	Target Date to Initiate Project	Target Date to Finish Project	Anticipated Total Time to Complete	Actual Start Date	Actual End Date	Actual Total Time to Complete	Estimated Costs	Source of Funding	Estimated Resourcing Requirements
14	Community TRO - Proposal for Double Yellow Lines in Copthorne (Akehurst Close into Church Lane)	Copthorne Working Party	Chris Phillips	Leanne Bannister	Initiative	Not Started	Third Tier	Consultation with Residents/Businesses required. Deadline 31st July each year.		5/1/2025	7/31/2025	3 months to submit application to WSCC, 12 months to hear outcome, then a further 2-3 years to implement				£0.00		
15	Copthorne Village Green - Dig out drainage ditch & install new pipe	Copthorne Working Party	Bob King	Hannah Smith	TBC	In Progress	Third Tier	Work started 18.1.25. Further work to shape the ditch and digout the end part by hand is still to be done. Shane is in contact. Contractors being chased again for confirmation of date for works to be finished.			1/31/2025	2/3 days work for contractor	1/18/2025			£1792	CWP Budget	
16	Lashmere Project	Historical	Lauraine Stewart	Gill Kearney	TBC	Not Started	Third Tier				TBC							
17	Rejuvenation of the Copthorne Brook Area	Copthorne Working Party	Bob King	Gill Kearney	Major Project	Not Started	Fourth Tier	To start when Copthorne Rec Project Work allows			TBC							
18	CCTV Review & Possible further installations	Finance & General Purposes Committee	Andy Dymond & Alex Cruickshank	Gill Kearney	Major Project	Not Started	Fourth Tier	After 6-month review period following Phase 1 installation completed		10/1/2025	2/28/2026	6 months				Dependent on number of cameras & locations agreed		Dependent on number of cameras & locations agreed
19	Signage for Car Parks - Crawley Down	Crawley Down Working Party	N/a - On Hold	Gill Kearney	Initiative	ON HOLD	Fourth Tier	To confirm wording required, investigate suppliers & obtain quotes. Consider enforcement options. (Note: Check if Copthorne will require signage for carpark once installed). 21.8.24 - CDWP agreed to put this on hold for 6 months and monitor if required.	7/25/2024	On hold until Feb-25								

Worth Parish Council Projects List

Key:	Grey	Not Started	Red	Significant issues or delays	Amber	Some concerns or deviations	Green	In progress & on track	Blue	Closed	Not yet discussed with Coordination Group
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WORTH PARISH COUNCIL

Report to Council

Title: Projects Update & Initial Proposals For Sponsorship and Donations For Copthorne Recreation Ground Playground

Meeting: Finance & General Purposes Committee

Date: 2nd June 2025

Agenda Item: Item 10 – Projects Update: CCTV, Copthorne Recreation Ground and Bowers Place Parking

It is recommended that the Finance & General Purposes Committee **NOTE** the Projects List Tracker and the projects update for CCTV, Copthorne Recreation Ground and Bowers Place.

The Committee are also asked to:

1. **AGREE** to remove the WPC Streetlights Replacement Project from the tracker.
2. **DISCUSS and AGREE in principle** the process for asking local residents and businesses for donations and/or sponsorship for the playground at the Copthorne Recreation Ground for use in the event it is required.
3. **AGREE** to the Chief Officer approaching the Ministry of Housing, Communities and Local Government to explore whether a further extension to the Public Works Loan for the Bowers Place Parking Project is possible.

Background

Attached is an updated Projects List Tracker for information.

Please see below an update on the following priority projects:

- CCTV
- Copthorne Recreation Ground
- Bowers Place Parking

Detail / Current Situation: Projects List Tracker

It is recommended that the WPC Streetlights Replacement Project now be removed from the tracker as all essential works identified have been completed, leaving business as usual activity only.

Detail/Current Situation: CCTV

Copthorne: The CCTV camera has now been installed on Copthorne Village Green. The engineers needed an additional part for the power supply changes which was due to be delivered last Friday, 23 May 2025 and final work should take place on Monday 2nd June 2025. Chroma Vision will confirm when that work has been completed, and the camera is made live.

Crawley Down: The last update from Chroma Vision on 29 May 2025 advised they were still awaiting the official quotation from UKPN, which they are chasing. They are hoping for a reduction in cost as they are putting a lot of pressure on them currently. Chroma Vision are also finalising everything needed with Highways, so that it can all come

together, and they will then provide the Council with a schedule of works. Once that has been received, a letter will be delivered to those homes and businesses directly in the vicinity of the camera to let them know any relevant details.

There is no update to the CCTV budget pending the UKPN quote.

Detail / Current Situation: Copthorne Recreation Ground

Tender: An invitation to tender was emailed directly to 6 companies. Of those 6 companies, 2 have advised they would be interested in tendering; 1 confirmed they would not be tendering as they cannot meet one of the essential criteria; and 3 have not responded despite a chasing email.

The tender details were also published on the Find a Tender government website, which has led to an additional 7 companies expressing an interest in tendering, although 1 has now withdrawn.

The timeline for the tender is laid out in the table below for information:

Activity	Date
Invitation to Tender (ITT)	Tuesday 6th May 2025
Tenderers must submit questions and comments regarding tender documents (ITT) by	Tuesday 20th May 2025
Worth Parish Council responds to questions and comments via email to all tenderers	Tuesday 27th May 2025
Tender Closes	11.59pm on Monday 2nd June 2025
Proposals evaluated	Wednesday 4th June 2025
Recommendation to Council	7th July 2025 – delegated to the Finance & General Purposes Committee (<i>agreed by Full Council</i>)
Bidders notified of contract award (subject to funding)	11th July 2025
Standstill period	25th July 2025
Confirm contract award	1st August 2025
S106 application submitted	27th June 2025
Posting of award in Contracts Finder	After funding has been granted
Work to take place*	TBC – Expected Autumn 2025

* subject to all funding being in place.

Funding: An application for a Community Grant of nearly £5,000 from Mid Sussex District Council has been submitted to pay for several pieces of playground equipment. The Grants Panel is due to meet on 23rd June 2025, so it is expected that we will hear the outcome shortly after that.

It is intended that additional S106 applications will then be submitted to include formal sports money to go towards anything that can be considered essential for the Multi-Use Games Area (MUGA) such as money towards project management, drainage and car park costs; also for S106 formal sports money towards those pieces of playground equipment that could be argued to be suitable for formal sports, such as the balancing beam, the

senior monkey bars, the senior parallel bars and the junior slalom; and for S106 Community Infrastructure monies towards other items such as litter bins and benches. Alternative funding options have been shared by West Sussex County Council Active Travel team which are also being explored. Once those applications have been completed, work will take place to investigate the possibility of amending the legal agreement to allow for the S106 formal sports monies to also be used for play areas.

To enable the next S106 applications to be submitted, the Project Manager is finalising the budget and has been receiving updated quotes where needed and requesting new quotes where there were gaps. Once completed, the revised budget will clearly show any funding gap that still exists. The Finance & General Purposes Committee at its meeting of 2nd September 2024 agreed that the Committee would recommend to Full Council that an application be made to the Public Works Loans Board for a loan of £150,000, payable over 10 years, at an annual payment of around £19,065 pa, this application to be subject to evidence of affordability. An update will be provided at the Committee's next meeting on 7th July once the Project Manager has confirmed the amount required, so that a recommendation can be made to Full Council on 21st July 2025.

In the event that the funding gap is bigger than the £150k, it is recommended that consideration be given to the Council asking local residents and businesses for donations and/or sponsorship. A draft proposal has been outlined in Appendix 1 for discussion.

Detail/Current Situation: Bowers Place Parking

A letter has been hand delivered to Bowers Place residents and businesses and published on social media and the Council's website to let people know that the Council is intending to reapply for planning permission and that their views are being sought before the planning application is submitted.

On 21st May 2025, the day the post was published on Facebook, there was a large spike in traffic to the Bowers Place Project Page, with 191 views, showing there is a real interest in the project. The deadline for responses is 30th May 2025, and once all feedback has been reviewed, any relevant mitigation will need to be considered before a planning application is submitted.

At present, it is anticipated that current resources will not allow for the tendering process to commence as soon as the planning application has been submitted due to the volume of work from other priority projects currently underway. The Public Works Loan agreed for this project must be drawn down by 28th August 2025. It is therefore recommended that the Chief Officer approaches the Ministry of Housing, Communities and Local Government to explore whether a further extension may be possible, or whether the Council would need to draw down the monies in August 2025.

Summary/Proposal

The Finance & General Purposes Committee are asked to **NOTE** the Projects List Tracker and the above projects update for CCTV, Copthorne Recreation Ground and Bowers Place.

The Committee are also asked to:

1. **AGREE** to remove the WPC Streetlights Replacement Project from the Projects List Tracker.

2. **DISCUSS and AGREE in principle** the process for asking local residents and businesses for donations and/or sponsorship for the playground at the Copthorne Recreation Ground for use in the event it is required.
3. **AGREE** to the Chief Officer approaching the Ministry of Housing, Communities and Local Government to explore whether a further extension to the Public Works Loan for the Bowers Place Parking Project is possible.

Lead Officer

Gill Kearney, Assistant Clerk (Projects)

Appendix 1: **Sponsorship and Donations for the Copthorne Recreation Ground Playground**

It is recommended that the Finance & General Purposes Committee discusses and agrees a process for dealing with sponsorship and/or donations for the playground in case it is needed.

Sponsorship:

If a resident or local business wishes to sponsor a piece of play equipment:

- They could choose to pay for the piece(s) of equipment only, or they could choose to include the cost of installing that item as well. Both figures are given separately, so we could provide a list with images of the equipment and ask people to choose what they wish to sponsor.
- Money to sponsor the playground equipment / installation costs can be paid by BACs transfer, with an email confirming which piece of equipment they are sponsoring.
- A spreadsheet would be maintained to ensure we have a clear record of all those who are sponsoring, how much they are sponsoring and which piece(s) of equipment and/or installation costs they are covering, to ensure no 2 companies pay for the same item.

Donations:

If a resident or local business are unable or do not wish to contribute the cost of a whole piece of equipment, they could choose to donate money instead:

- This could be done via an online donations page, for example via Just Giving, Crowd Funder or Go Fund Me websites, which makes it quick and simple for people to donate online and to share the link with others.
- They can choose whether to donate anonymously or to give their names and receive publicity.
- We could also receive donations via BACs transfers and at in-person events using the Council's card reader.

Raffle Prizes:

The Council could also consider asking local businesses to donate prizes to be raffled off, with the money from the raffle being put towards the playground.

Fees:

- **BACS payments** - there are no fees for people donating / sponsoring via BACs transfer.
- **Card machine** – Sum-up charge transaction fees of 1.69% for card and 2.5% for online payments.
- **Online donation page:** A quick initial comparison has been done of the following:
 - **Just Giving:**
 - No upfront fees
 - Card processing costs – 2.9% + 35p per donation
 - Ask donors to donate a small contribution to enable them to keep going (this is voluntary).

- Money transferred within 6-10 days
- **Crowd Funder:**
 - No upfront fees
 - Card processing costs – 2.4% + 20p per pledge + VAT (so close to 2.9%). Non EEA cards 3.25% + 25p + VAT
 - Extra funding fee – if you get match funding from some of their partners, there's a fee of 5% + VAT.
 - Can't see any info on how long your page can stay open for.
 - Lots of examples of playgrounds, raising anywhere from £200-£1700, but with time still available to donate so these aren't the finished amounts.
- **Go Fund Me:**
 - No upfront fee
 - Card processing costs - 2.9% + 25p deducted from each donation
 - Ask for donor contributions (this is voluntary).
 - 3-7 days for transfers.
 - Your Go Fund Me page can remain open as long as you want it to. You can close it to new donations if you hit your goal, but still keep it open to give donators updates on progress.

Communications:

A communications plan would be put in place to publicise that the Council are asking for donations / sponsorship and letting people know all about the work done to date to try to get funding in place in an effort to rejuvenate the playground and why work has not yet started on site.

This will include the following communications:

- Updating the Copthorne Recreation Ground Rejuvenation Projects page on the Council's website;
- News articles on the Council's website news page to let people know all about the work done to date to get funding in place, why work has not started on site yet, what is happening now to raise funds and how to get involved; celebrating those who have donated and providing a running total;
- Social media posts on Worth Parish Council Facebook Page and in the local community Facebook groups in a similar vein to the news webpage;
- Articles in the village magazines;
- Posters to be created with QR codes, which will be placed on the Council's noticeboards, website and ideally also on a noticeboard at the playground, which will take people to the Council's website where the latest information and how to donate/sponsor can be found.
- A letter or email is sent to local businesses asking them to either donate or sponsor a piece of play equipment and/or it's installation costs.
- Publicity at the in-person events the Copthorne Carnival (28th June).
- Updates could potentially be given via the online funding raising page too (e.g. Just Giving, Crowd Funder, Go Fund Me).

Acknowledgement: It is recommended that we acknowledge all those who donate/sponsor. This can include thanking the anonymous donors for however much they donate on social media and our news page on the website; and publicly thanking those who are happy to be named on social media and on our website too.

Before the project is finished, some form of signage at the Recreation Ground can be introduced to thank everyone who contributed, donated and sponsored. How this is

done will require further future research and decisions. For example, it is understood that Dormansland had the names of contributors etched on bricks. Further information is required on this, however it could potentially be made to link with something sensory, or there may be other creative ideas that could be considered instead.

The Council may also wish to issue special invitations to those who have donated / sponsored equipment to attend an 'opening ceremony' once the project has been completed, to officially open the new playground and the wider Recreation Ground. Such an event could be publicised to invite all the relevant local schools, play schools, beavers, scouts, guides, youth club, residents and businesses and so on. Dependent on timing and resource capacity, this could also possibly be tied-in to coincide with a Parish Village Fayre with various stallholders invited to attend for the day.

Which organisations?

The following organisations located in the village or whose workers or customers come through the village could be directly approached for sponsorship or donations:

- Amazon
- DHL
- Millenium Hotel Group
- Tulley's Farm
- Care UK / St Francis Court
- Fuller Grab Hire
- DJ Grab Services
- PJ Brown
- Cox Skips
- Hey Broadband
- Connells Estate Agents
- Mansell McTaggart Agents
- Greenaways Estate Agents

There are many other organisations in the area, including all those who advertise in the local magazines. It is recommended that consideration be given to whether we also approach other organisations directly too.



WORTH PARISH COUNCIL

PROCUREMENT POLICY

1. INTRODUCTION

This Procurement Policy ensures that all procurement undertaken by Worth Parish Council (the "Council") complies with legislation, achieves value for money, and upholds principles of fairness, transparency, and accountability. The policy must be read in conjunction with the Council's Financial Regulations and Standing Orders.

2. PURPOSE

The purpose of this policy is:

- Achieve best value in Council spending
- Promote transparency and fairness in procurement
- Ensure compliance with legislation, particularly:
 - The Procurement Act 2023
 - Procurement Regulations 2024
 - Local Government Acts 1972, 1988, 1999
 - Bribery Act 2010
 - Equality Act 2010
- Support local economic development where viable
- Reflect the Council's environmental and sustainability objectives

3. SCOPE

This policy applies to all contracts for the supply of goods, services, and works to Worth Parish Council. It excludes:

- Employment contracts
- Services delivered by Council employees

4. PROCUREMENT THRESHOLDS AND PROCEDURES

The Council follows procurement thresholds set in its Financial Regulations, summarised below:

Contract Value (Excl. VAT)	Contract Value (Excl. VAT)
Below £5,000	Seek best value; 2 price checks or estimates where possible
£5,000 – £14,999	At least 2 written estimates, which may include online or regular supplier pricing
£15,000 – £29,999	At least 3 formal fixed-price quotes
£30,000 and above	Publish on Find a Tender Formal tender process At least 3 formal quotes required

Note: No contract shall be split to avoid thresholds.

Contracts exceeding the relevant UK threshold (£214,904 for supplies/services, £5,372,609 for works in 2024) must follow the full Procurement Act 2023 processes.

5. TENDERING AND QUOTATIONS

Formal tenders (above £30,000) must follow Appendix A of the Financial Regulations and include:

- Clear specifications
- Invitation via sealed postal or secured electronic method
- Transparent tender opening procedures
- Compliance with Bribery Act 2010 and Equalities Legislation

Tenders will be evaluated based on the priorities of the Council which are listed below:

- Price
- Locality of supplier (e.g. is based or operates either wholly or partially within the parish of Worth)
- Quality
- Capacity
- Council to add any other priorities

6. CONTRACT REQUIREMENTS

Contracts over £5,000 must specify:

- Scope of work or goods
- Price (net and VAT)
- Delivery schedule
- Public Liability insurance of £5m minimum, £10m for high-risk services
- Non-assignment/subletting without written approval
- Termination, penalty, or damages clauses for contracts over £75,000

7. LOCAL, ETHICAL, AND SUSTAINABLE PROCUREMENT

Where feasible and financially viable, the Council will:

- Give due regard to local suppliers
- Favour goods and services with low environmental impact
- Prefer suppliers offering Fairtrade, ethical sourcing, or low-carbon credentials
- Minimise waste, travel, and energy usage in procurement decisions

8. APPROVED CONTRACTORS REGISTER

The Council will maintain an informal list of pre-approved contractors for routine or emergency use. Contractors will normally be added to the list after providing a service for the Council, but contractors may occasionally be advertised for.

9. REVIEW OF THE POLICY

Subject to any new legislation, changes in Statute or case law which require immediate amendment; or the requirements of the Parish Council, this Policy will be reviewed within two years of adoption.

Date of Adoption: XXX

Reviewed: XXXX

Reviewed: XXXXX